



POSITION VACANCY ANNOUNCEMENT/ 16-54

OPEN TO: Local Employed (LE) Staff

POSITION: CAI-D64 Project Management Specialist (Environment)
FSN-11

OPENING DATE: June 29, 2016

CLOSING DATE: July 27, 2016 (11:59 pm, Mexico City Time)

WORK HOURS: Full-time, 40 hours/week

PLACE OF PERFORMANCE: U.S. Embassy, Mexico City

SALARY: **\$ 634,280.31 pesos per year (FSN-11)**

The United States Agency for International Development (USAID) in Mexico is seeking eligible and qualified applicants for the position of Project Management Specialist (Environment).

BASIC FUNCTION OF THE POSITION:

The USAID Project Management Specialist, for the Sustainable Development (OSD) Office, will focus on Clean Energy activities, including renewable energy, climate policy, energy efficiency, and facilitating financing for climate mitigation projects. To leverage the work of USAID as effectively as possible, the Specialist will be encouraged to cultivate a wide network of contacts in the Government of Mexico, donor and multilateral organizations, non-governmental organizations, and the private sector. In addition, the Specialist should be familiar with and work across all technical areas in the USAID's mitigation work, including actions supported by Sustainable Landscapes, Clean Energy, and Civil Society funds. The Specialist will lead activities to: (1) facilitate greater use of renewable energy, energy efficiency, and market mechanisms to reduce GHG emissions; (2) strengthen Mexico's national and sub-national regulatory and institutional framework to support GHG reduction activities, in particular the implementation of Mexico's INDC; and (3) mitigate conflict associated with GHG mitigation actions, such as large-scale renewable energy projects.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.



1. Education: Bachelor's Degree in a relevant field including, but not limited to: Environmental Science, Engineering, Public Policy, or Economics.
2. Experience: Five years of progressive responsibility in: environmental consulting or program/ project management in relevant topics, such as renewable energy, energy efficiency, carbon markets, and climate policy. Experience with the responsibility for developing, maintaining and managing relationships with clients, GOM officials, and interagency colleagues.
3. Language: Level IV (Excellent Working Knowledge) Speaking/Reading/Writing in both English and Spanish is required.

The complete position description can be accessed here: https://mx.usembassy.gov/wp-content/uploads/sites/25/2016/06/PD-CAI-D64_.pdf

ADDITIONAL SELECTION CRITERIA:

1. USAID may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Candidates must be able to obtain a security and medical clearances.

HOW TO APPLY:

Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment Form (DS-174):
<http://photos.state.gov/libraries/mexico/310329/hrmay13/DS-0174.pdf>
2. Other documentation (copies of diplomas, school transcripts, certificates, awards, resume/curriculum vitae or cover letter) that fully addresses the qualifications required for the position.
3. Test scores for English language are required from one of the following institutions. Cost is the applicant's responsibility. Scores are valid for 2 years. Scores must be at or above Level IV (TOEIC PBT 850, TOEFL iBT 106, TOEFL ITP/PBT 620)
 - TOEIC Review Quality, Ahumada Villalon No.36 Ofic. 105 Esq. Juan O'donoju', Col. Lomas Virreyes, Delega Miguel Hidalgo 11000 Ciudad de Mexico. Tel. 5540-3555/5540 3959/5540-0334/5540-7242
 - TOEFL <http://www.iie.org/Offices/Mexico-City-Espanol/Evaluaciones>

WHERE TO APPLY:

Only electronic copies of applications will be accepted. Send via email to mexicocityhrhd@state.gov. The subject line of the email should read: CAI-D64 Project Management Specialist (Environment).



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FROM THE AMERICAN PEOPLE

*Embassy of the United States of America
Mexico City, Mexico*

The United States Agency for International Development provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation.